QUICK REFERENCE GUIDE
MPERA WEB REPORTING SYSTEM – COPY FROM PREVIOUS REPORT

The following is a quick reference guide for reporting non-contributing employee information in addition to the reporting for member payroll and contributions using the MPERA WEB Reporting System. It is not meant to replace the instructions in the MPERA Employer Handbook, which includes detailed descriptions. Please refer to your handbook for details.

STEP 1 – THE COPY FORWARD:

1. At the MPERA WEB Reporting System home page, enter your employer number in the Employer box if it is not there already.
2. Go to the box that says "Payroll". Inside the "Payroll" box is a white box that says "Copy from Previous Report Period". Click GO.
3. A window will pop up that says "Copy from Previous Report Period". The copy TO should reflect the payday you are reporting. If it does click on "Copy Payroll". This puts an image of your previous report online to update the payroll information for this payday.

STEP 2 – ENTER TOTALS & CHECK FOR ERRORS:

A. Make any changes to payroll information and add any new members on "Payroll Report" tab. When you are done click on save.
B. Click on the "Payroll Errors" tab.
C. Check for any errors. All **critical** errors must be corrected.
D. Click on the "Payroll Summary" tab.
E. Enter totals for Earnings and Contributions. If you agree with the Total Due amount, enter the amount of check/payment in the "Remitted this Report" box. This should match the total due unless you have an over/under balance.

STEP 3 – REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL

> **If you are reporting non-contributing employees, choose one of the following options:**
> **MANUAL ENTRY – This is the first time you are reporting non-contributing employees.**
> **COPY FORWARD – You reported non-contributing employees in the previous payroll report and you do not wish to re-enter the information manually.**

REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL – MANUAL ENTRY

A. Click on the "Non-Contributing Employees" tab.
B. Enter the payroll information for each non-contributing employees.
C. After entering the information for all non-contributing employees, click on the "Validate Payroll" button.
D. Check for any errors by scrolling through each payroll record or click on the "Payroll Errors" tab to view a list of the errors located in the "Non-Contributing Employees" section. All **critical** errors must be corrected.

REPORT NON-CONTRIBUTING EMPLOYEE PAYROLL – COPY FORWARD

A. Edit the payroll information, as necessary. You will be allowed to add new employees or delete employees who are no longer employed.
B. After editing the information, click on the "Validate Payroll" button.
C. Check for any errors by scrolling through each payroll record or click on the "Payroll Errors" tab to view a list of the errors located in the "Non-Contributing Employees" section. All **critical** errors must be corrected.

COMPLETION OF NON CONTRIBUTING EMPLOYEE PAYROLL
When closing out of the window, you will have to respond to the question "Have all employees been entered for this report period?"
   a) If not complete, ensure the "No" radio button is selected. You can leave the application and come back at a later time to finish.
   b) If yes, select the "Yes" radio button. If all non-contributing employees have been entered for this report period, your payroll will go to balanced and be posted if your payroll is error-free.

STEP 4 – VALIDATE PAYROLL:
   A. If you do not have any non-contributing employees to report, click in the "No Non-Contributing Employees" checkbox located in the header section of the screen.
   B. Click on "Validate Payroll".
   C. A message will pop up – "Payroll is error free…". Click OK. If you get any other message, you have errors that need to be corrected. Reference the "Payroll Errors" tab and the "Member Errors" tab to correct errors. You will need to re-validate after making corrections.

STEP 5 – SUBMIT PAYMENT:

SUBMIT ACH PAYMENT:
   A. Once payroll is error free, select the "Authorize ACH Payment" button at the bottom of the Payroll Summary tab. (Be sure that the funds have been deposited the account that the payment comes out of before submitting ACH payment.)
   B. If you are authorizing your payment prior to your due date (5 working days after each regularly occurring payday) you may choose the date in which the ACH payment is to be processed. Click on "Authorize Payment". If you are authorizing your ACH payment on the due date or later you will not be given this option.
   C. A message will pop up saying the ACH transaction has been successfully authorized. Payroll is ready to be posted. The next report period is _____. Click on OK.
   D. As long as you **have not** postponed your ACH payment the status in the upper right hand corner of the screen will read "Balanced". If you **have** postponed your ACH payment the status will read "Unbalanced". Either way, you may now print a copy of your report by selecting the "Print Payroll Report" button at the bottom of the page.

SUBMIT PAYMENT BY CHECK:
   A. At the "Payroll Summary" page, screen print the total page. (See Additional Reporting Information section in the Employer Handbook for instructions.)
   B. Attach check to screen print and mail to MPERA.
   C. If you are paying by check you will not be able to print your payroll report until payment has been posted by MPERA.

TO RETURN TO THE MPERA WEB REPORTING SYSTEM HOME PAGE, CLICK ON THE GREEN HOUSE IN THE UPPER LEFT HAND CORNER OF THE WINDOW.